

Monthly Preventative Maintenance Activities

	January	February	March	April	May	June
Inspect fire extinguishers, dated and initial tag, NFPA 10, 2002 edition 6.2.1						
Test all battery operated emergency lighting for 30 seconds, NFPA 101, 2003 edition 7.9.3						
Conduct monthly fire drill						
Check all doors for proper operation (latching and no gaps between door and frame) Check closer devices						
Inspect plumbing fixtures for leaks						
Test all ground fault circuit interrupter (GFCI) receptacles and circuit breakers						
Check staff call system and door alarms						
Inspect valves on automatic sprinkler systems, NFPA 25, 2002 edition, 12.3.2.1.1						
Inspect wheelchair or other assistive walking devices						
Maintain 3 feet of clearance in front of electrical panels, NFPA 70, 2002 edition 110-26(A)						
Check operation of exhaust ventilation						
Test all battery and single station smoke detectors, NFPA 72, 2002 edition 10.4.4						
Check if precautionary signs are posted where oxygen is administered						
Monthly test of generator under load for 30 mins.						

10/22/03 Board and Care Occupancies

Ensure power is disconnected from equipment prior to inspection and service.

Monthly Preventative Maintenance Activities

	July	August	September	October	November	December
Inspect fire extinguishers, dated and initial tag, NFPA 10, 2002 edition 6.2.1						
Test all battery operated emergency lighting for 30 seconds, NFPA 101, 2000 edition 7.9.3						
Conduct monthly fire drill						
Check all doors for proper operation (latching and no gaps between door and frame) Check closer devices						
Inspect plumbing fixtures for leaks						
Test all ground fault circuit interrupter (GFCI) receptacles and circuit breakers						
Check staff call system and door alarms						
Inspect valves on automatic sprinkler systems, NFPA 25, 2002 edition, 12.3.2.1.1						
Inspect wheelchair or other assistive walking devices						
Maintain 3 feet of clearance in front of electrical panels, NFPA 70, 2002 edition 110-26(A)						
Check operation of exhaust ventilation						
Test all battery and single station smoke detectors, NFPA 72, 2002 edition 10.4.4						
Check if precautionary signs are posted where oxygen is administered						
Monthly test of generator under load for 30 mins.						

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